Plan Submission Checklist

Title Sheet				
	Survey	**Prelim**	**Semi**	**Final**
Upper Right Title Block				
County - Project Initiation Form	✓	✓	✓	✓
Maintenance Road Number - Project Initiation Form	✓	✓	✓	✓
Sheet Number	✓	✓	✓	✓
Total Sheets	✓	✓	✓	✓
Design Designation				
Functional class – Functional Class Maps or INFORM	✓	✓	✓	✓
Type of Construction – Project Initiation Form	✓	✓	✓	✓
AADT - Planning Section		✓	✓	✓
DHV - Planning Section		✓	✓	✓
Design Speed – Road Design Manual		✓	✓	✓
% Trucks - Planning Section		✓	✓	✓
Directional Distribution – Planning Section		✓	✓	✓
Index of Sheets				
Follow “Suggested Sequence of Sheets” Document	✓	✓	✓	✓
Approved Design Exceptions				
From Contract Files	✓	✓	✓	✓
Center Title Block				
Plan Submission Stamp (Survey, Preliminary, etc.)	✓	✓	✓	✓
Project Title – Project Initiation Form	✓	✓	✓	✓
Contract number - Project Initiation Form	✓	✓	✓	✓
Federal Aid Project Number - Project Initiation Form	✓	✓	✓	✓
Mile Posts – from MEAPS, P3E or INFORM	✓	✓	✓	✓
Roadway Length	✓	✓	✓	✓
Structure Length	✓	✓	✓	✓
Total Length	✓	✓	✓	✓
Project Location Map				
North Arrow	✓	✓	✓	✓
Major Routes and Roads Labeled	✓	✓	✓	✓
Contract Limits Highlighted and Station Limits Labeled	✓	✓	✓	✓
Left Title Block				
Highlight Contract Location on Statewide Map	✓	✓	✓	✓
Bottom Title Block				
Recommend/Approval Stamps & Signatures (DelDOT)				✓
Recommend/Approval Stamps & Signatures (Consultant)				✓

Plan Submission Checklist

All Sheets (Except Title Sheet)				
	Survey	**Prelim**	**Semi**	**Final**
Title Block				
Contract Number	✓	✓	✓	✓
County	✓	✓	✓	✓
FAP No. – Denote By "See Title Sheet"	✓	✓	✓	✓
Sheet No.	✓	✓	✓	✓
Total Sheets	✓	✓	✓	✓
Sheet Producers				
Preliminary Tracing – Initials of Drafter	✓	✓	✓	✓
Design – Initials of Designer			✓	✓
Checked – Initials of Reviewer			✓	✓

Plan Sheet Index				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar	✓	✓	✓	✓
North Arrow	✓	✓	✓	✓
Sheet Layout				
Mainline Alignment with Stationing (Stationing Runs South to North or West to East)	✓	✓	✓	✓
Mainline Road Name	✓	✓	✓	✓
Side Street Alignment with Stationing	✓	✓	✓	✓
Side Street Road Name	✓	✓	✓	✓
Subdivision Names (If Side Roads Are Not Prevalent)	✓	✓	✓	✓
Begin Contract Station (Mainline)	✓	✓	✓	✓
End Contract Station (Mainline)	✓	✓	✓	✓
Limit(s) of Construction Station (Side Street Alignment)	✓	✓	✓	✓
Sheet Borders with Sheet Type Identifiers	✓	✓	✓	✓
Sheet Type Legend				
Use different symbols (circle, square, octagon, etc) for each sheet type (plan, profile, grades and geometrics, construction phasing, signing, striping and conduit plans, etc.)	✓	✓	✓	✓

Legend Sheet				
	Survey	**Prelim**	**Semi**	**Final**
Existing Detail, Proposed Construction and Utility Legends				
Existing detail and proposed construction legend symbols should not to be altered.	✓	✓	✓	✓
Additional proposed construction symbols may be given in the "Miscellaneous Symbols" section.		✓	✓	✓
Utilities on the project and their corresponding standard symbols must be shown.		✓	✓	✓

Plan Submission Checklist

General and Project Notes	Survey	Prelim	Semi	Final
General Notes				
"Erosion Potential for this Project" Checked Off			✓	✓
Disturbed Area Noted			✓	✓
Project Notes				
Organized by Standard Specification sections (100, 200, 300, etc.) (See list of Commonly Used Project Notes)		✓	✓	✓
Do not repeat Standard Specifications or Special Provisions.		✓	✓	✓
Earthwork Summary Table			✓	✓

Typical Sections	Survey	Prelim	Semi	Final
Typical Sections				
Typical Sections arranged by increasing stations from bottom of the page to the top of the page.		✓	✓	✓
Normal sections and superelevated sections are shown.		✓	✓	✓
Separate Typical Sections for transition areas are not necessary.		✓	✓	✓
Existing pavement, physical features and original ground displayed with dashed lines.		✓	✓	✓
Identify existing pavement materials and thicknesses.		✓	✓	✓
Proposed pavement and appurtenances shown with solid lines and shading.		✓	✓	✓
Proposed topsoil shown with solid lines and darker shading.		✓	✓	✓
Pavement materials, curb and gutter, safety appurtenances, etc. referenced using identifiers.		✓	✓	✓
Thickness of material, if applicable, placed next to identifier.		✓	✓	✓
Label and/or Dimension the Following:		✓	✓	✓
Construction Baseline and R/W Baseline		✓	✓	✓
Existing and Proposed R/W & Easements		✓	✓	✓
Lane, Shoulder, Median, Sidewalk & Path Widths		✓	✓	✓
Pavement Cross-Slopes		✓	✓	✓
Maximum Superelevation Rate & Direction				
Sideslope Width and/or Slope		✓	✓	✓
Clear Zone/Horizontal Clearance and LOC		✓	✓	✓
PGA and/or POR		✓	✓	✓
Ditch Widths, Depths, Slopes & PDGA		✓	✓	✓
Guardrail/Barrier Offsets				
Underdrain Locations		✓	✓	✓
Typical Section Legend				
Provide Descriptions of Identifiers Used on Typical Sections.		✓	✓	✓
Use specification item number and name to call out individual materials used.		✓	✓	✓

Plan Submission Checklist

Horizontal and Vertical Control				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar	✓	✓	✓	✓
North Arrow	✓	✓	✓	✓
Datum Reference Note				
Horizontal - Project based on the Delaware State Plane Coordinate system (NAD 83)	✓	✓	✓	✓
Vertical – Plan elevations are based on N.G.S. survey datum (NAVD 88)	✓	✓	✓	✓
Construction Alignment Control Schedule				
List the following types of points in this schedule:	✓	✓	✓	✓
Point of Beginning (POB)	✓	✓	✓	✓
Point of Intersection (PI)	✓	✓	✓	✓
Point of Curvature (PC)	✓	✓	✓	✓
Point of Tangency (PT)	✓	✓	✓	✓
Point of Ending (POE)	✓	✓	✓	✓
Point on Tangent (POT) – On long tangent sections, POT points are labeled at intervals of 500 feet.	✓	✓	✓	✓
Baseline and R/W Baseline Information				
Mainline Alignment, Stationing & Road Name	✓	✓	✓	✓
Label Baseline (Construction and/or R/W)	✓	✓	✓	✓
Tangent Bearing(s)	✓	✓	✓	✓
Point of Beginning	✓	✓	✓	✓
Point(s) of Curvature & Curve Identification Number(s)	✓	✓	✓	✓
Point(s) of Intersection and Curve Identification Number(s)	✓	✓	✓	✓
Point(s) of Tangency and Curve Identification Number(s)	✓	✓	✓	✓
Point of Ending	✓	✓	✓	✓
Side Street Alignment(s), Stationing and Street Name(s)	✓	✓	✓	✓
Tangent Bearing(s)	✓	✓	✓	✓
Station Equation(s) tying Side Street(s) to Mainline Stationing	✓	✓	✓	✓
Curve Information - Tabular				
Curve Identification Number	✓	✓	✓	✓
Curve Type (Circular)	✓	✓	✓	✓
Radius	✓	✓	✓	✓
Delta	✓	✓	✓	✓
Length of Curve	✓	✓	✓	✓
Degree of Curve	✓	✓	✓	✓
Tangent Length	✓	✓	✓	✓
Middle Ordinate	✓	✓	✓	✓
Chord Length	✓	✓	✓	✓
Chord Bearing	✓	✓	✓	✓
Horizontal and Vertical Control [Continued]				
Horizontal and Vertical Control Data Schedule				
All Traverse Points should be listed in this schedule listing Traverse Point Number, Station, Offset, Northing, Easting and Elevation.	✓	✓	✓	✓

Plan Submission Checklist

Traverse Points				
Label all Traverse Points with Traverse Point Number and Type (DelDOT Cap, Rebar, Spike, PK Nail, GPS Marker, etc.)	✓	✓	✓	✓
Traverse Point Diagrams				
Create traverse point diagram detailing how each traverse point has been physically tied down via dimensions to fixed points located in surveying data. (Usually three tie points are used for each traverse point).	✓	✓	✓	✓
Number of Traverse Point diagrams are determined by the designer, but should at a minimum include diagrams at the beginning of the alignment, end of alignment, at intersecting roadways and at an interval of no longer than 500 ft.	✓	✓	✓	✓

Construction Plans				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar	✓	✓	✓	✓
North Arrow	✓	✓	✓	✓
Construction Baseline (Mainline and Side Streets)				
Construction Baseline Layout & Stationing	✓	✓	✓	✓
Construction Baseline Road Name	✓	✓	✓	✓
Begin Contract Station	✓	✓	✓	✓
End Contract Station	✓	✓	✓	✓
Limit(s) of Work Stationing	✓	✓	✓	✓
Match Line Stationing	✓	✓	✓	✓
Existing Right-of-Way				
Right-of-Way Baseline (Usually the same as the Construction Baseline)	✓	✓	✓	✓
Label Existing Right-of-Way lines	✓	✓	✓	✓
Dimension Existing R/W lines from Baseline (Construction or R/W)	✓	✓	✓	✓
Label and Dimension Easements (PE, Drainage, Sewer, Etc.)	✓	✓	✓	✓
Property Information				
Label Property Lines (PL or "Z")	✓	✓	✓	✓
Parcel Number (1-R, 1-L, Etc.)		✓	✓	✓
Tax Parcel ID Number	✓	✓	✓	✓
Parcel Owner Information	✓	✓	✓	✓
Deed Information/Instrument Number	✓	✓	✓	✓
Blanket Easement Information (Record Number & Owner)	✓	✓	✓	✓

Plan Submission Checklist

Construction Plans [Continued]				
Pattern linear features (Fences, Woods Lines, Ditches, Guardrail, Underground Utilities, Etc.)	✓	✓	✓	✓
Label surface materials (Hot-Mix, Concrete, Stone, Grass, Etc)	✓	✓	✓	✓
Label landscape materials (Tree Sizes, Woods, Planters, Wall Heights, Etc.)	✓	✓	✓	✓
Label all drainage features (Curb Types, Pipe Sizes, Material & Flow Direction, Etc.)	✓	✓	✓	✓
Label all structure features (1 Story Frame House, Shed, Porch, Deck, Etc.)	✓	✓	✓	✓
Label all utility features (Utility Pole Owner Information/Number, Etc.)	✓	✓	✓	✓
Rotate existing features to appropriate orientation (Ex: Alignment or Sheet Orientation –vs- Direction Sign Faces)	✓	✓	✓	✓
Proposed Construction Features				
Pattern all proposed linear features (Curbs, Guardrail, Etc.)		✓	✓	✓
Place all proposed construction cells and identifiers (Drainage Inlets, Junction Boxes, Manholes, Right-of Way Monuments, Etc.)		✓	✓	✓
Place all construction directive identifiers (Remove by Contractor, Adjust by Contractor, Do Not Disturb, Etc.)		✓	✓	✓
Proposed pavement shaded		✓	✓	✓
Pavement width dimensions given at transition points and near match lines on each sheet		✓	✓	✓
Proposed saw cut locations shown and noted		✓	✓	✓
Proposed drainage pipe shown with flow arrows		✓	✓	✓
Proposed stormwater management facility locations shown		✓	✓	✓
Clear zone (CZ) patterned, labeled and dimension shown		✓	✓	✓
Limits of Construction (LOC) patterned and labeled		✓	✓	✓
Proposed Construction Schedules (Schedule information provided at Semi-Final and Final Stage)				
Curbs		✓	✓	✓
Curb Ramp		✓	✓	✓
Drainage Inlets		✓	✓	✓
Junction Boxes		✓	✓	✓
Manholes		✓	✓	✓
Pipe		✓	✓	✓
Flared End Section		✓	✓	✓
Convert to Junction Box		✓	✓	✓
Underdrain		✓	✓	✓
Guardrail		✓	✓	✓
Barrier		✓	✓	✓
Utility Test Holes			✓	✓
Right-of-Way Monument		✓	✓	✓

Plan Submission Checklist

Construction Plans [Continued]				
Proposed Right-of –Way				
Parcel identifiers given to parcels with impacts (RW, PE, TCE)		✓	✓	✓
Proposed RW widths shown		✓	✓	✓
Fee acquisitions and easements patterned and labeled (RW, DA, PE, TCE)		✓	✓	✓

Profile				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bars (Horizontal and Vertical)	✓	✓	✓	✓
Existing Profile Grade Line (Mainline and side road)				
Baseline stationing given on horizontal axis			✓	✓
Elevations given on vertical axis	✓	✓	✓	✓
Road name labeled under horizontal axis	✓	✓	✓	✓
Existing profile grade line shown (thin, dashed line)	✓	✓	✓	✓
Existing grade given every 50’ to the left of station (vertical grid)	✓	✓	✓	✓
Existing drainage system shown (thin, dashed lines)	✓	✓	✓	✓
Soil profiles shown		✓	✓	✓
Sample number		✓	✓	✓
Sample station		✓	✓	✓
Depth and soil classification shown		✓	✓	✓
Proposed Profile Grade Line (Mainline and side road)				
Proposed Profile Grade Line (heavy, solid line)		✓	✓	✓
Proposed grade given every 50’ to the right of station (vertical grid)		✓	✓	✓
PVC (Point of Vertical Curvature) station labeled on profile		✓	✓	✓
PVI (Point of Vertical Intersection) station labeled on profile		✓	✓	✓
PVT (Point of Vertical Tangency) station labeled on profile		✓	✓	✓
Proposed drainage system shown (heavy, solid line and shaded)		✓	✓	✓
Drainage identifiers shown		✓	✓	✓
Vertical Curve Data				
Curve type (Symmetric Parabolic or Asymmetric Parabolic)		✓	✓	✓
Direction (Sag or Crest)		✓	✓	✓
L - Length of Vertical Curve		✓	✓	✓
G1 – Ahead Tangent Grade		✓	✓	✓
G2 – Back Tangent Grade		✓	✓	✓
E – External Distance		✓	✓	✓
K – L/A (Length of vertical curve divided by algebraic grade difference)		✓	✓	✓
M – Middle Ordinate Distance		✓	✓	✓

Plan Submission Checklist

Grades and Geometrics				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar			✓	✓
North Arrow			✓	✓
Grades				
Pavement cross slopes denoted by cross slope percentage and direction arrow given at break points (Break point denoted by + station on construction baseline)			✓	✓
Splined pavement grades around intersecting roadways should be given at 10’ intervals along the intersection curves			✓	✓
In transition areas from normal crown to full superelevation, pavement grades should be given every 50’ along pavement cross slope break lines or a superelevation diagram should be included			✓	✓
Grades should be given at the face of curb or at the edge of gutter pan for curb and gutter (where grades cannot be obtained from Horizontal and Vertical Alignments)			✓	✓
Grades and offsets for special roadside ditches should be given at 50’ intervals			✓	✓
Geometrics				
Pavement widths given at all break points (Break point denoted by + station on construction baseline) or coordinates shown at all pavement width and sidewalk break points			✓	✓
Show radius of all intersection curves and island curves			✓	✓
Geometry Layout Schedule				
Point Number			✓	✓
Baseline Station			✓	✓
Baseline Offset (+ right of baseline, - left of baseline)			✓	✓
North coordinate			✓	✓
East coordinate			✓	✓
Stormwater Management Plans (Stormwater Management Section to provide)				
	Survey	**Prelim**	**Semi**	**Final**
Project notes for erosion and sediment control and stormwater management		✓	✓	✓

Plan Submission Checklist

Construction Details				
	Survey	**Prelim**	**Semi**	**Final**
Details				
Details organized on sheet by placing a border around each item being detailed.		✓	✓	✓
Title given at the center bottom, inside of the border box for item being detailed (Special Drainage Inlet, Butt Joint, Energy Dissipater, etc)		✓	✓	✓
Sufficient views provided within the border to construct item (Plan, Elevation, Section A-A, Section B-B, etc)		✓	✓	✓
Item view title labeled below each view (Plan, Elevation, Section A-A, etc)		✓	✓	✓
Item view scale given below the item view title (1/16"=1', ½"=1', etc.)		✓	✓	✓
Sufficient dimensioning provided to construct item		✓	✓	✓

Bridge Details (Bridge Section to provide)				
	Survey	**Prelim**	**Semi**	**Final**

Environmental Compliance Plan (from Environmental Section)				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar		✓	✓	✓
North Arrow		✓	✓	✓
Detailed Information				
Natural resource notes		✓	✓	✓
Cultural resource notes		✓	✓	✓
Legend		✓	✓	✓
Table of Impact Areas (permanent and temporary)			✓	✓

Construction Phasing, MOT and Erosion Control				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar		✓	✓	✓
North Arrow		✓	✓	✓
Project Notes and Details – Construction Phasing, MOT and Erosion Control				
Notes and details that apply throughout each phase of the project, including Permanent Warning Signs		✓	✓	✓

Plan Submission Checklist

Construction Phasing, MOT and Erosion Control [Continued]				
Phase I – Construction Phasing, MOT and Erosion Control				
Phase I work areas shaded		✓	✓	✓
Phase I traffic control devices and configurations shown			✓	✓
Phase I temporary work zone signing shown if different from case layout in Traffic Control Manual			✓	✓
Phase I temporary striping shown			✓	✓
Phase I Construction Sequence by major work items		✓	✓	✓
Phase I special details (on separate sheet if necessary)			✓	✓
Phase I Traffic Control notes		✓	✓	✓
Phase I Erosion Control notes		✓	✓	✓
Phase I Erosion Control schedule shown		✓	✓	✓
Phase I Typical Section (if necessary)			✓	✓
Phase II, III, etc. – Construction Phasing, MOT and Erosion Control				
See Phase I listing		✓	✓	✓

Detour Plans (from Traffic Section)				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar			✓	✓
North Arrow			✓	✓

Landscaping Plans				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar			✓	✓
North Arrow			✓	✓
Project Landscape Notes and Details				
Landscaping notes			✓	✓
Planting details			✓	✓
Reforestation Requirements / Reforestation Calcs				
Landscaping Plan				
Landscaping symbols and identifiers shown			✓	✓
Landscaping legend shown			✓	✓
Landscaping schedule shown			✓	✓
Symbol			✓	✓
Quantity			✓	✓
Botanical Name			✓	✓
Certified Landscape Architect stamp/seal				✓

Plan Submission Checklist

Lighting Plans				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar		✓	✓	✓
North Arrow		✓	✓	✓
Lighting Plan				
Lighting symbols and identifiers shown		✓	✓	✓
Lighting standard schedule shown		✓	✓	✓
Lighting service schedule shown			✓	✓
Lighting notes shown		✓	✓	✓
Special lighting details shown			✓	✓

Utility Relocation Plans				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar			✓	✓
North Arrow			✓	✓
Utility Relocation Plan				
Location of proposed utility			✓	✓
Legend for proposed utility			✓	✓

Signing, Striping and Conduit Plans				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar		✓	✓	✓
North Arrow		✓	✓	✓
Signing, Striping and Conduit Plans				
Pavement markings legend shown		✓	✓	✓
Markings identifiers shown		✓	✓	✓
Signing legend shown		✓	✓	✓
Sign cells shown with appropriate legend number		✓	✓	✓
ITS conduit run identifiers shown		✓	✓	✓
ITS conduit legend shown		✓	✓	✓

Plan Submission Checklist

Traffic Signal Plans (from Traffic Section)				
	Survey	**Prelim**	**Semi**	**Final**
General				
Scale Bar		✓	✓	✓
North Arrow		✓	✓	✓
Signal Plan				
Conduit run schedule shown		✓	✓	✓
Conduit run identifiers shown		✓	✓	✓
Signal notes shown		✓	✓	✓
Signal pole, cabinet boxes, junction well, etc locations shown		✓	✓	✓

Quantity Summary (Prepared through VAX)				
	Survey	**Prelim**	**Semi**	**Final**

Cross Sections (Not part of Advertised Construction Plans)				
	Survey	**Prelim**	**Semi**	**Final**
Stationing of cross sections is from the bottom of the page to the top		✓	✓	✓
Stationing is shown under the cross section with baseline elevation given		✓	✓	✓
Construction Baseline shown		✓	✓	✓
Right of Way line (existing and proposed) shown		✓	✓	✓
Existing & Proposed Grades Shown			✓	✓
Proposed Pavement/Sideslopes Labeled			✓	✓
Limit of Construction shown		✓	✓	✓
Roadway box shown		✓	✓	✓
Proposed Drainage			✓	✓
Underground (overhead if necessary) utility locations shown			✓	✓
Retaining wall locations shown		✓	✓	✓